

## ***Computer and Electronics Policies***

- A. Electronics-** Personal devices of any kind must be turned off and stored (not visible) while in C306. No headphone or earpieces may be visible, even if they are disconnected. **You may not use the calculator on a cell phone for quizzes or tests.**

### **MUSIC/INDIVIDUAL DEVICES**

Only royalty-free music (e.g. [freeplaymusic.com](http://freeplaymusic.com)) or a maximum of 30-seconds of commercial music can be utilized in student multimedia projects. **Due to licensing restrictions, MP3 players, iPods, etc. may not be connected to district computers, as this act will erase the music library from the individual's device.** Under no circumstances is the District responsible for any loss of music or data as a result of connecting devices to district equipment.

- B. Computer use-** you must abide by RLASD policies while using computers in C306.

### **NETBOOK/LAPTOP USE IN CLASSROOM**

Every teacher is required to keep an accurate log of all students using Netbooks and laptops in his/her classroom at any time. If there is a need to locate the student that used a particular Netbook or laptop, the log will be used.

**Netbooks and laptops are to be used in full view of a teacher. Please keep the Netbooks/laptops off the floor. They should always be carried by the base and not the screen.**

Please report all damage or issues relating to the Netbooks or laptops to the technology department as soon as possible.

Netbook and laptop carts are not to be used by day-to-day substitute teachers that have not been formally educated on the appropriate management of equipment carts. Cart lock combinations are never to be given to day-to-day substitute teachers that have not been formally trained.

- a. Report any damage immediately and do not wait until the end of the period.
- b. Use two hands when carrying a laptop and do not hold it or move it by the screen.
- c. Laptops must be on the desk or lab table, not in your lap (I know).
- d. You may not be on any site other than what is required in class and you will lose your privilege to use the computer if you do stray. You will

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receive a grade of zero for any assignment you should have been working on.

- e. You will be assigned to a computer number and may only use that computer.
- f. Log off completely and then close the lid-**do not close the lid until you see the login screen reappear.**

### **C. Digital Citizenship-**

- a. For better or worse you live in a digital age and anything you do on the computer is open to the world and tracked. Colleges and businesses routinely check a person's "digital footprint" before accepting/hiring. Therefore, you want to make you image positive and professional.
- b. Respect the ideas and image of others-always use citations for information, pictures, and ideas that you use. When in doubt-cite it!
- c. Keep track of you user names and passwords! Not being able to login to an assignment is no excuse. (I recommend a paper copy that you keep in a safe place. I know this sounds low-tech, but that's the point-it is harder to hack into).
- d. Water, fire, hotplates, and chemicals do not get along with computers – take extra precautions any lap that requires the use of a computer probe.

### **D. Calculators- (Biology and Chemistry Students)**

- a. You need a calculator! A scientific calculator is the best choice and it can be an inexpensive one. You do not need to buy a graphing calculator for chemistry, but you can certainly use it in class.
- b. Bring your calculator every day!
- c. You may use a slide rule if you prefer-they never need batteries!